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Payroll Update: Submitting Timesheets and COVID-19 Leave Usage

Dear State Employee,

The attached guidance is provided to help you submit timesheets and leave slips for the end of the Pay Period on 03/31/20.

Payroll Update: Submitting Timesheets

Guidance when employees are unable to sign their timesheets. At this time, we are accepting digital signatures on timesheets and leave slips. It is possible there might be some employees who are unable to sign their paper timesheet and guidance is also provided for that situation. It is important that time entry is done accurately and that a timesheet be provided, if possible, to help verify the time entered in IRIS HRM.

Payroll Update: COVID-19 Leave Usage

Guidance on how to request and use the new COVID-19 Administrative Leave (19ND) and when to use your standard accrued leave. Part of using leave for any reason related to COVID-19 means that employees will need to understand how to add LDP Override codes to their timesheets. A quick overview of how to add the code is provided.

If you have questions please talk to your Administrative Staff, Payroll, or HR Staff for further assistance. This guidance will be posted on the [COVID-19 Resources page](#) as well.

Thank you for your patience during this time,
Division of Personnel and Labor Relations Payroll Services